

AGREEMENT

This Agreement is made and entered into this ____ day of _____ 20__, by and between the _____ Cabinet, Kentucky ("Cabinet") and Employee, _____ ("Employee") regarding wages for the _____ - _____, 20__ pay period ("Pay").

WHEREAS, the Employee has been advised that there is a delay in the processing of the Pay referenced above in the Kentucky Human Resources Information System ("KHRIS");

WHEREAS, the Cabinet is legally obligated pursuant to KRS 337.020 to provide all wages and salary not otherwise paid at the regularly scheduled pay date upon six (6) days' demand;

WHEREAS, the Employee's Pay is scheduled for the next off-cycle payment in KHRIS; and,

WHEREAS, the Cabinet and Employee desire to provide the Pay as soon as possible;

NOW, THEREFORE, in consideration of the conditions contained herein, the Cabinet and Employee mutually agree as follows:

Section 1. The Cabinet has prepared and executed a SAS-27 (Positive Manual Adjustment), which will provide the net wages owed to Employee for the Pay.

Section 2. Upon receipt of the SAS-27 payment, which should reflect the total net Pay owed, the Employee agrees he/she has received the net Pay referenced above.

Section 3. The Cabinet will process record of Employee's Pay on the next off-cycle payment in KHRIS as originally scheduled, for the purpose of ensuring all taxes and other deductions are correctly paid, while also capturing the information in KHRIS (Kentucky Human Resource Information System) for reporting purposes. This will prompt an additional off-cycle net payment to the Employee.

Section 4. Employee agrees to remit reimbursement via personal check, money order, or other instrument acceptable to the Cabinet, for the amount of the net check issued through KHRIS in the off-cycle, to the Cabinet immediately upon receipt of the check issued through KHRIS.

Section 5. The parties agree that in the event there is a question about the Pay amount, this Agreement does not address such questions, and those issues will be resolved in the ordinary manner.

Section 6. The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this Agreement or any of its terms.

IN WITNESS WHEREOF, the Cabinet and Employee have executed this Agreement as of the date first written above.

COMMONWEALTH OF KENTUCKY,
_____**CABINET**

Authorized Representative

_____, **EMPLOYEE**
_____**CABINET**

Employee Signature